AIT TECHNOLOGY | BUSINESS IMPLEMENTATION SERIES

Forms and procedure records

AI implementation manual for business teams



AI-generated editorial illustration; fictional people and systems.

Tailored to your business

AIT Technology can customise these procedures and build bespoke software, AI workflows and integrations. Scope, testing, pricing and support are agreed before implementation.

Version 1.0 | 18 November 2026 | UK business context

Starting framework: approve company-specific scope and owners before adoption. No certification, guaranteed compliance or emergency response service is implied.

FORM 01 | Approve a new AI use case

Owner: Sponsor + process/data owners | Start: A team proposes an AI workflow.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

Company / case reference

Owner / deputy / date and time zone

Scope / trigger / affected systems or workflow

Verified facts / evidence references / uncertainties

Actions / results / timestamps (reference extra pages if needed)

Approval / authority / reporting decision and reasons

Completion checks / handoff / outstanding risks

Next action / responsible person / deadline / review date

Status (record explicitly): Open / Paused / Awaiting approval / Completed

FORM 02 | Run a document-extraction pilot

Owner: Process owner + technical owner | Start: Repeated documents need structured fields.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 03 | Release a knowledge assistant

Owner: Knowledge owner + IT | Start: Staff need answers from internal procedures.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 04 | Connect an action tool

Owner: Integration owner + business approver | Start: AI is proposed to send, update or create something.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 05 | Respond to unsafe or incorrect AI output

Owner: User + process owner + IT | Start: Invented fact, leaked information or harmful instruction.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 06 | Control cost and model changes

Owner: Service owner | Start: Budget threshold, recurring failure or provider/model update.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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Owner / deputy / date and time zone

Scope / trigger / affected systems or workflow

Verified facts / evidence references / uncertainties

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